



Alpha Phi Omega

National Service Fraternity

SURVIVAL GUIDE FOR SMALL CHAPTERS

FALL 2000

PREFACE

(IMPORTANT STUFF-- YOU WANT TO READ THIS!!)

The "Survival Guide for Small Chapters" was developed from the experiences of officers of a small struggling chapter of Alpha Phi Omega. As they prepared to turn over the reins of leadership they made some notes to help the new officers. Their few pages of ideas grew into the basis of a substantial volume.

Over the course of the next few years, as they met Brothers outside their own area, they gradually came to the realization that the problems they had experienced were common to small and struggling chapters, who were reinventing the wheel every time there was a change of chapter leadership. Much of what the Brothers had prepared for their chapter would be helpful for other chapters.

This book is the result. Its purpose is to serve as a practical guide to assist the small chapter in both survival and growth. (For our purpose, a "small" chapter has twenty or fewer Brothers. A chapter with less than fifteen Brothers is an "endangered" chapter.)

The "Survival Guide" contains practical advice, concrete examples, and ready-to-use samples. You may photocopy the samples for use by your Brothers or Pledges, but avoid removing anything from the book; it is important to keep the "Guide" intact because material relevant to more than one section is cross-referenced, not repeated.

In order to make the "Guide" work for you, the information must be adapted to the needs of your chapter. It is critical that this book be passed along to each new set of chapter officers. As a working tool, the "Guide" cannot just sit on a shelf; it must be used!

The "Guide" is not just for the chapter president. It is for all of the chapter's officers and committee chairs. Indeed, every Brother in a "small" or "endangered" chapter should read this book; you do not have to be an officer or chair to make an important contribution to your chapter or to benefit from this information.

The "Guide" is not merely a guide to chapter survival but a guide to growth. It is not a short cut to avoid the hard work. It will take earnest effort and dedication to help your chapter survive and grow. It is intended to demonstrate how to channel that hard work into growth. It is designed to demonstrate that small chapters can survive and grow.

This book is intended to provide practical means, methods, and materials to help the small chapter create a complete program of leadership development, service, and fellowship. We also encourage you to communicate with your faculty, Scouting, and other advisors, nearby Chapters, and your Sectional and Regional staff volunteers. These people are all available and eager to help you, but they must first be asked to do so.

By implementing the basic ideas contained in the "Guide", a "small" or "endangered" chapter can grow. It is important not to be easily discouraged. Improvement may not happen overnight, but with your continued effort, it will happen. Always remember the words of Sir Winston Churchill, **"Never, never, never give up."**

"HELPFUL HINT"

FOR ORGANIZING CHAPTER INFORMATION

One of the common problems faced by small chapters is that important information is not organized and made available to the chapter. In a small chapter, each Brother tends to have a great deal of information about contacts for service projects, procedures for obtaining rooms on campus, etc. When a Brother graduates, this information leaves the chapter, unless it is written down and easily located.

To help you achieve this, we are suggesting that the chapter compile eight "Appendices" and seven sets of files which can be kept in three-ring binders.

The Appendices simply contain important lists (such as address lists for your chapter, Section, and Region) and important documents (such as your chapter bylaws and history.)

The eight appendices suggested are:

- Appendix A: Regional Leadership Directory
- Appendix B: Sectional Leadership Directory
- Appendix C: Chapter Advisors and Campus Directory
- Appendix D: Chapter Membership and Alumni Directory
- Appendix E: Chapter Mailing List
- Appendix F: Chapter Constitution and Bylaws
- Appendix G: Chapter History
- Appendix H: Chapter Inventory

They are fully explained in Chapter Seven.

The seven files correspond to the seven chapters of the book: Membership, Service, Leadership, etc. They will contain information about the chapter's program in each of these areas, such as a listing of people to contact to arrange service projects.

This system may appeal to you as useful for your chapter or you may find it cumbersome and complex. It is not important that you follow this system blindly; what is important is that you establish a system which will allow the chapter to have this information easily available. You must also be certain that this information is passed on to new officers as they are elected.

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CHAPTER ONE: MEMBERSHIP

BRIEF OUTLINE:

A. The Most Crucial Problem in a Small Chapter -- Membership

1. Evaluating the Chapter's Active Membership
2. What to **do** about it

B. Membership Recruitment

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3. Making Rituals Look Professional
4. National Standards Governing Pledges and Pledging
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6. Samples of Worksheets, Quizzes and Final Written Exam
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1. Retention - Your Second Big (and on-Going) Task
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3. Handling Non-Performers
4. Alpha Phi Omega Common Courtesies
5. Words of (we hope) Wisdom

MEMBERSHIP

A. THE MOST CRUCIAL PROBLEM IN A SMALL CHAPTER -- MEMBERSHIP

A chapter's membership is its life's blood. Maintaining your active Brothers must always be a priority. In a small chapter, the loss of any Brother is serious, so maintaining a strong membership program is vital to the chapter's continued existence.

1. Evaluating the Chapter's Active Membership

Your chapter's bylaws define an "active" Brother, usually by requiring the payment of dues and often a specified level of participation. You may also have "associate" Brothers from whom the chapter expects less involvement. Unfortunately, you may also have "inactive" Brothers; these are members who have been initiated but no longer participate in the chapter.

The goal of your membership program is to recruit and retain as many active Brothers as possible. If you have associate or inactive members on campus, your goal is to find ways to convert them into active Brothers.

2. What to **do** about it.

After realistically estimating the number of Brothers (and Pledges) who will participate in the chapter program, spend most of your energies providing these members with an active program. Spend less time motivating those who have shown less interest, but do include them in your plans.

As a small chapter you have limited resources and manpower. It is important to channel them to where they can do the most good. Attempt to get interested Brothers and Pledges more involved and enthusiastic by planning projects and activities they will like. Ask them what they suggest the chapter should do and give them the responsibility to carry out at least part of these projects.

Be careful not to give too much work or responsibility to new Brothers; they may feel overwhelmed. Also, remember that just as a newer Brother can feel overwhelmed, an older Brother can feel equally overloaded or "burnt-out".

If someone has participated very little or not at all, an attempt should be made to find out why this person is inactive. The President, Membership Vice-President or an active Brother who knows the inactive Brother well should contact her/him and make an appointment to meet privately. If the result of this conversation is that the Brother wishes to remain inactive, your chapter records should reflect this. If, however, there appears to be a reason to believe that this Brother may return to the active category, continued communication and encouragement is essential.

However, as much as you want to believe these Brothers will become active again, don't count on them in planning your activities until they demonstrate that they are reliable. Seeing a project fail because you counted on many more people participating than you reasonably should have is not only disappointing, it can destroy the spirit of those Brothers who are active. Your goal is to build this spirit (and build on it) so that the chapter will begin to grow.

B. MEMBERSHIP RECRUITMENT

1. Rushing-- Your First Big Task

In a small chapter, a successful Rush and Pledge program are the keys to increasing your membership. The entire Rush needs to be well planned and will require participation by all of your active Brothers. Planning should begin as early as possible and at least a month before Rush is to begin. (Planning for the fall semester should begin before you leave school in the spring and continue over the summer.) Rush is the responsibility of the entire chapter, not just the Membership Vice-President or Rush Chair. But there must be someone in charge (preferably someone working with a committee) who will organize the Brotherhood into an effective recruiting force. A successful Rush not only brings you new members but also brings the Brotherhood closer together, with a renewed spirit.

2. Rush Schedule if your college operates on a semester system. You will generally have two opportunities to conduct a Rush: fall and spring. If you are on a quarter system, you may be able to conduct two or three rushes, depending on the length of your quarter and Pledge program. The number of times you rush each year should be determined by the needs of your chapter. (If you have a large percentage of seniors, it might be wise to continue seeking Pledges at least until you have replaced those who will graduate.) However, it is usually best to have a Rush each semester or quarter.

3. Standard Rush Calendar- See example on Page 10.

ALPHA PHI OMEGA
RUSH EVENTS CALENDAR FOR SPRING QUARTER**

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Spring Quarter Classes Begin	Rush Table at Bookstore	Rush Table at Bookstore	Rush Table Poly Vue	Rush Table Dance 7PM at Cal State-LA Poly Vue	(Rush Table -- John & Julie) Section One Conf Cal State-LA 9AM-5PM
8	9	10	11	12	13	14
Chapter Business Mtg 6PM Aliso Dorm	Rush Table	Rush Table Open Mtg 11AM Bldg 5 Rm 126	Rush Table Open Mtg 12 Noon Univ Union Room "I"	Rush Table	Rush Table Rush Party 8PM	
15	16	17	18	19	20	21
Chapter Business Mtg Aliso Dorm/Pledge Ceremony 7PM Aliso						Service Project

***This can also be used for a college on a semester basis*

4. Membership Recruitment--" Let's Talk Serious Rushing"

So, you want to learn how to recruit members? You want to have a large selection of Brothers? You want your chapter to grow from a handful to twenty-five or more? Before we talk about ways to achieve this, consider what you are going to do with all these Brothers after you get them. That should be foremost in your minds. It is important to keep things in perspective. If you want a larger chapter, you, and especially the chapter, will have to prepare to receive them. The programs must facilitate the needs of the existing and future Brothers, including enough service projects, which can involve the majority of Brothers, as well as leave options for those who cannot attend. Ideals such as "unity", "Brotherhood" and "cohesiveness" must be considered and turned into reality through careful planning.

So, we know what our goal is: increase the size of the chapter to a realistic number, without forsaking the quality of Brothers for quantity. It has often been said that "awareness" of a problem is 90% of the solution. It is easy to say, however, "yeah, I know we need members" but we seldom stop to evaluate how effective our current means of attracting Brothers are. The process we use is called "rushing". This process must be dynamic, not stagnant. The techniques used in the past may no longer work, due to changing student populations, interests, needs, etc. The key to effective recruiting begins with evaluating our prior effort and that means starting with each of us.

The first thing each Brother must realize is that each of us is, in essence, a representative of Alpha Phi Omega. We have a product that many might want if they knew about it. Our job is to insure that they learn about our product. We have to tell them about it, in a way which will peak their interest.

Our product is the best ever known to society. It has spread across the nation at an incredible rate. **It** is almost 75 years old and more than 300,000 men and women have become Brothers. But no matter how good the product, it cannot sell itself. We must present it and demonstrate it. The term "rushing" could be synonymous with "marketing". Before we market, we must realize that each of us must believe in the product and understand that our consumer has a "want" and a "need".

In marketing, there are five principles ("5 P's") to be considered:

The first P is **Product**. To sell something the chapter must be familiar with and know its contents. The buyer is interested in the quality and its fabrication. No one wants to purchase something that is falling apart. So, we have to tell them how the Fraternity was started and about its strong foundation. Talk about the ideals of Alpha Phi Omega (Leadership, Friendship, Service). Ask them to participate in a service project to experience the "feeling" firsthand. Be sure to let the buyer ask questions and be able to answer them in detail. Emphasize the variety of activities and people we offer.

The second P is **Place**. This deals more with the planning part of the chapter. Make sure your product is seen and easily available. Have your functions and meetings at places that are easily available and accessible to a prospective buyer. Face it, you can't sell any product at 6 a.m. in the basement.

The third P is **Promotion**. In other words, advertising: flyers, banners, T-shirts, caps, balloons, posters, newspapers and anything else. But the most important and effective promotion is you, as a Brother. The "one to one" approach shows the buyer that you are willing and proud enough to present it. Do not be aggressive in your approach but do be assertive and positive. If you recognize their needs and present Alpha Phi Omega as meeting those needs, your buyers will begin to ask questions. Your answers will allow you to complete the selling process.

The fourth P is **Price**. "Sounds great, but what's the catch?" Again, be honest, make sure to tell them the total cost, both in terms of money and time. Explain that the fees cover the costs of operating the chapter (and the National Fraternity) and that conducting service and fellowship events worth doing requires a commitment of time. Explain the " why " as well as the " what " for this.

The fifth P is **Payoff**. The payoff is twofold. First, the buyer's payoff is that he/she will be part of the greatest Service Fraternity in the country. He/She will have Brothers across the nation and will experience the satisfaction of being part of our program of service and personal development.

The second payoff will be to you. By sharing the Ideals of our Fraternity with others, you are strengthening your chapter and its ability to serve into the future. You are helping people you may never see or know by this effort.

To summarize: Realize chapter needs and prepare to accommodate them; educate the chapter about the necessary attitude prior to rushing; convince each Brother that this is a duty not an option; and use the marketing principles set forth above.

Remember: Recruiting is a Service to the chapter. Good luck!

(Adapted from an article by Allen Wong, National Leadership Development Committee.)

5. How to Recruit-- Practical Tips

I. Active Recruitment

- A. Stand in front of the table, don't sit behind it.
- B. Attitude
 - 1. Don't worry about what people think of you; you're doing them a favor, a service, by inviting them to join Alpha Phi Omega.
 - 2. People can sense enthusiasm.

II. The Approach

- A. Whom to approach
 - 1. Anyone who glances at the table or you
 - 2. People walking straight
 - 3. Younger looking students
- B. What you don't say
 - 1. The word fraternity in opening line
 - 2. Service alone
- C. The proper approach
 - 1. Establish eye contact
 - 2. Speak clearly
 - 3. "Would you be interested in a leadership service organization?"
 - 4. "Can I tell you about this group?"

III. Dealing with feedback

- A. If they say "no" without hesitation remember to thank them for their time or wish them a good day.
- B. If they say "maybe" give them a flyer, briefly tell them what we're about and invite them to the open meeting.
- C. If they say "I have a class" hand them a flyer and ask them to return to the table after class.
- D. If they say "yes" give them information found in IV (below). If they ask questions and seem interested ask them to sign an interest list.

IV. What to tell them

- A. Inform them about who we are and what we do.
 - 1. We're a national service fraternity
 - 2. Mention our Cardinal Principles
 - 3. Mention the four fields of service and give a least one example of each
 - 4. Mention social activities
- B. Ask them if they have any questions.
- C. Give them an invitation.
 - 1. Give them the appropriate flyers
 - 2. Tell them about the open meeting(s), service project, and the party. Stress the open meeting(s).

6. Rush Publicity

The most effective method of recruiting has always been personal contact: A Brother tells another student about Alpha Phi Omega and asks this student to come to the Rush. However, other forms of publicity are helpful and important as well.

Here are possible forms of publicity your chapter might want to use for recruiting:

- a. Posters ("81/2x11" to "11x17")
Post on all campus bulletin boards and everywhere else allowed under campus regulations. If you can't afford a "quick printer" use a photocopy machine. Use colored paper to help the poster stand out.
- b. Large posters can be made from butcher-type paper and lettered with paint or heavy duty marking pens. These can be hung from railings, balconies or windows and in campus dining halls or auditoriums, if allowed by your college.
- c. Flyers
These can be handed out at rush table or distributed in dorms, if allowed. You can create your own or contact the National Office for those produced by the Fraternity. (See examples.)
- d. Public Service Announcements/News Stories
Your school radio will announce your rush activities if you provide the information. Contact the Public Service Coordinator at the station to find out the deadline and format. The campus newspaper may have a similar section in which you can place an announcement without charge. Be sure to contact the editor and find out if the paper will print a news release about your activities and rush. If you have the funds, you can place a paid advertisement in the paper. (Examples follow.)
- e. A memo to all faculty members, with an announcement of rush included. Your advisors should be consulted about the appropriate language.
- f. Miscellaneous items
Consider forms of publicity not being used by other groups. For example, if everyone uses posters, try using "table tents" (double signs which are folded and placed on dining room tables).
 - Open Meeting Poster/Handout - Poster included.
 - General Information Poster/Handout - Sample included.
 - "Make Your College Life More Enjoyable..." Brochure - Brochure included. a
 - "Leave College With More Than a Degree" Brochure - Brochure included.
 - Rush flyer samples.

It is important to develop a planned publicity effort. Use the Fraternity's "Public Relations Handbook" to help develop your plans. While you want to have a clear message with a simple format, you also want that message in as many places as possible.

7. How To Have A Successful Rush

Plan your publicity campaign and assemble your publicity materials well before the actual rush begins. You will need to brief the Brothers about your plans, win their support, and have them accept responsibility for the various jobs, which will have to be done. It is a good idea to have Brothers "role play" discussions with prospectives before they go out and attempt to recruit. (One format for this "role play" is included in the Fraternity's Membership Vice President Handbook.) Remember that personal contact works best so you need to encourage your Brothers to talk to friends, classmates and acquaintances.

Your goal is to get as many potential pledges to attend your rush meeting as possible. While some students will "show up" as a result of your publicity effort, most of your prospectives will be there because they were asked to come. In order to increase this group, there are several steps you must take before the Rush.

First, ask your Brothers to provide the names and addresses of the students they think might come to rush. These students should receive a letter from the chapter asking them to come. Include a rush flyer, if you have one. This letter should include the name and telephone number of the Membership Vice President and/or Rush Chair. If at all possible, the letter should name the Brother who suggested that individual and explain that the letter was sent at the Brother's suggestion.

After allowing enough time to be certain that this letter was received, ask the Brother who provided the name to call the prospect and invite him/her to the Rush. This Brother should attempt to make an appointment to meet the prospect and escort him/her to the Rush.

At the Rush itself, be certain that a Brother is assigned to each prospect as he/she arrives. This Brother's job is to introduce the prospect to each Brother present (and to other prospects) and to make her/him feel welcome. Be certain that the Brothers present talk to the prospects, not each other.

Your formal program should explain what Alpha Phi Omega is, what we do, and what we expect of our pledges. It should present an accurate picture of the chapter's activities, without scaring anyone away. Remember that Alpha Phi Omega is not for everyone and that we want only those who are interested in us for what we are.

Your program can include a slide show, a few (short) formal presentations by either your chapter's officers or best public speakers, and a question-and-answer session. The atmosphere must be friendly and relaxed. Include food and non-alcoholic beverages.

Under no circumstances should any prospective member leave before you have her/his name, address and telephone number. The best way to collect this information is to have each rushee complete an "information card" when they arrive.

After the rush, each prospect should receive an invitation to the Pledge Ceremony. This invitation should be hand-delivered, if at all possible, since this will provide another opportunity for "face to face" discussion.

C. THE PLEDGE PROGRAM

1. How to Run a Successful Pledge Program

Emphasis: The chapter's membership committee must decide what material to emphasize during the pledge program. This should then be presented to the chapter for approval. The goal of a pledge program is to educate each prospective member about the Fraternity, your chapter and its activities. A good pledge program is designed to provide the pledge with an opportunity to decide if Alpha Phi Omega is what he/she wants and also provides the chapter with the opportunity to decide if the pledge will be good for the Fraternity.

The educational material should include the history of both the National Fraternity and your chapter as well as explanations of how your chapter functions. You will want to explain your service and fellowship events as well as chapter meetings and traditions.

Some chapters use pledge quizzes and/or a test to determine how well the pledges have learned this material. Other chapters prefer less formal methods. Sample quizzes are included in this book for those who wish to consider this approach. **Keep in mind that the material included in quizzes or interviews or any other method must be relevant to Alpha Phi Omega and that the process used must not be allowed to become a form of hazing.**

Balance: There must be a balance between learning facts from the Pledge Manual and participating in chapter activities. We are a traditional national fraternity, and history is important, but the best way to develop an understanding of Alpha Phi Omega is to participate in service and fellowship activities. Pledges should elect their own officers, plan their own service and fellowship activities and meet the Brothers -and chapter advisors. The end result of pledging, after all, should be that the pledge is prepared to be an active Brother.

2. Standard Pledge Program Calendar:

Our National Pledge Standards provide for a pledge program to last at least six, and no more than ten weeks. A fairly typical pledge calendar might look like this:

Week One:	Pledge Ceremony and Party (Pledge applications are completed prior to the ceremony and the pledge fee is collected; these must be sent to the National Office within ten days.)
Week Two:	First Pledge Class Meeting Pledge Manuals distributed; Pledge Program explained (written outline provided); History and Tradition of the National Fraternity.
Week Three:	Fraternity Structure & Bylaws; Chapter Service Program; Worksheet #1; Purpose of Toast Song; Election of Pledge Class Officers.
Week Four:	Selection of Pledge Class Service Project; Quiz #1; Worksheet #2; Scouting Relationship; Review of each Pledge's progress toward fulfilling chapter requirements.
Week Five:	Progress Report on Service Project; Fellowship event selected; Chapter Structure & Operating Procedures; Quiz #2; Worksheet #3.
Week Six:	Pledge Class Service Project takes place; Parliamentary Procedure; Quiz #3; Worksheet #4; Question & Answer Session with chapter President.
Week Seven:	Fellowship event; Evaluation of Service Project; National Structure & Bylaws; National Conventions; Quiz #4; Worksheet #5.

Week Eight:	Review of material covered during the pledge program, including discussion by pledge class of importance, value, changes they think should be made, etc.; Quiz #5; Worksheet #6.
Week Nine:	Pledge "Final Exam"; Evaluation of Pledge Program by Pledges, including brainstorming for next semester; Pledges submit names of prospects for next semester. Chapter conducts "Pledge Review" or other meeting to determine whether each pledge will be accepted as an active Brother.
Week Ten:	Initiation Ritual and Party; Applications for Active Membership are completed and mailed to the National Office.

NOTE: The above calendar assumes that during this period each of the Pledges is participating in chapter events and meetings; the Pledges should also be meeting each of the active Brothers and advisors.

3. Making Rituals Look Professional

- a. The **PLEDGE RITUAL** occurs at the beginning of the pledge period. This is when the individual joins the ranks of pledge membership in Alpha Phi Omega.
- b. The **INITIATION RITUAL** occurs at the conclusion of the pledge period. This is when pledges become active Brothers of Alpha Phi Omega. A pledge is initiated only when he/she has successfully completed all the requirements specified in the chapter's pledge program and the chapter has voted to admit the pledge into active membership.

Both the Pledge Ritual and Initiation Ritual are in the official **Alpha Phi Omega Ritual Book** published by the National Fraternity. Each chapter should have a set of current Ritual Books. The set should be numbered and kept by the Membership Vice President.

Both Rituals are to **be** conducted precisely as set forth in the Ritual Book. There may be no "informal" rituals or practices associated with these Rituals.

Remember that even after the Ritual has been conducted, no one is a pledge or Brother of Alpha Phi Omega until the National Office has received his/her application along with the appropriate fee.

Before the ceremony is to be performed, review the Ritual and assign parts to various Brothers. The ritual will be more meaningful and impressive if it looks professional, and this requires that every participant be well prepared.

- c. Before each Ritual be sure to have:
 - (1) Completed the appropriate forms;
 - (2) Collected all monies;
 - (3) A complete set of Ritual Books;
 - (4) Matches;
 - (5) Candles (The exact number and type is set forth in the Ritual Book);
 - (6) An Alpha Phi Omega banner;
 - (7) Masking tape and/or safety pins (to display the banner);
 - (8) The correct number and type of pins (Pledge or Service);
 - (9) The correct number of blindfolds;
 - (10) 8 ½" x11" posters of the Fraternity "Coat of Arms" (crest) and "Fraternity Pin" (badge) (for Initiation Ritual only);

(11) An American Flag plus flags from the countries of any foreign Initiates, if available; and

(12) Blue choir robes for readers (optional).

Brothers and Pledges should be advised to wear proper attire for the ceremony, and Brothers should be reminded to wear their Service Pins!

4. National Standards Governing Pledges and Pledging

There are certain national standards governing pledging. These "Standards" have been adopted by the National Convention and are contained in the Fraternity's Pledge Manual. You should review these "Standards" closely in developing and carrying out your chapter's pledge program.

5. Recommended Pledge Policies

The following are examples of chapter pledge policies, both for individual pledges and for the pledge class as a whole.

INDIVIDUAL PLEDGE REQUIREMENTS

The pledging period is the time for you to acquaint yourself with the purpose and principles of Alpha Phi Omega, to become friends with the other pledges and Brothers, and to display your willingness to serve others in your Fraternity, college, community and nation. Acceptance as a Brother is not automatic; it is a privilege earned by satisfactory completion of the following requirements:

1. Be a student in good standing with the school.
2. Pay all dues and fees.
3. Attend all pledge meetings.
4. Attend chapter and pledge class service projects.
5. Attend at least two chapter meetings.
6. Wear your Pledge Pin at all times.
7. Learn the contents of the, Pledge Manual.
8. Have pledges and Brothers sign your Pledge Manual.
9. Be approved by the Brothers.

Should you have any problems whatsoever meeting any of these requirements, contact your Pledge Trainer immediately.

PLEDGE CLASS REQUIREMENTS

1. The Pledge Class shall elect its own officers, conduct weekly meetings, and develop unity through teamwork.
2. The Pledge Class will see that minutes are taken at all Pledge Class meetings and made available to all members.
3. The Pledge Class shall investigate various service ideas and select, plan, coordinate and participate in a service project involving the entire chapter.
4. The Pledge Class will plan, arrange and conduct a Big Brother activity.
5. The Pledge Class shall be responsible for the preparation and maintenance of the Chapter Scrapbook.
6. The Pledge Class shall conduct itself in such a manner as befits the school, this chapter and Alpha Phi Omega.

6. Samples of Worksheets, Quizzes and Final Written Exam (following pages).

ALPHA PHI OMEGA-- PLEDGE WORKSHEET #1

Page 1

1. Where was the first chapter of Alpha Phi Omega founded? (college, city, state)

2. On what date was Alpha Phi Omega founded? (day, month, year)

3. Who is the founder of Alpha Phi Omega?

4. What is our Motto?

5. What is the main goal of Alpha Phi Omega?

6. Upon what "standard of manhood" did the founder base Alpha Phi Omega?

7. Name the first National President of Alpha Phi Omega.

8. What are the Cardinal Principles of Alpha Phi Omega?

9. Identify "the Chief"

10. Where and when was the first National Convention of Alpha Phi Omega held?

11. How many "Regions" are within the Fraternity?

12. In which Region is this chapter located?

13. What is this chapter's designation?

ALPHA PM OMEGA -- PLEDGE WORKSHEET #1

Page 2

14. In whose honor is this pledge class named?

15. Name the second National President of Alpha Phi Omega.

16. List the **Official** Fraternity:

a) Jewel _____

d) Tree _____

c) Flower _____

e) Colors _____

b) Bird

f) Jeweler

17. Write the lyrics to the Toast Song (both verses).

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ALPHA PHI OMEGA -- PLEDGE QUIZ #1

1. Who was H. Roe Bartle and who is he known as?

2. What are three major facts about Frank Reed Horton?

3. When and where was the **first** chapter of Alpha Phi Omega founded?

4. What are the Cardinal Principles of Alpha Phi Omega?

5. What is our chapter designation, Section and Region?

6. Who is our current chapter Service Vice President?

7. What are the names of the first five letters of the Greek Alphabet?

8. What is the Motto of Alpha Phi Omega?

9. What are the following Official Fraternity items?

a) Jewel _____

d) Tree _____

b) Bird _____

e) Colors _____

c) Flower _____

f) Jeweler _____

10. Where and when was the first National Convention of Alpha Phi Omega held?

11. How often are National Conventions held?

12. How many "Regions" are within the Fraternity?

13. What are the lyrics to the "Toast Song"? (Please use the back of this sheet for your answer)

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #2

Page 1

Reading assignment for this week: pages 23, 24-26, 34-37

1. Write the *Scout Oath*.

2. Write the *Scout Law*. (Hint: there are 12 points to the Scout Law.)

3. List the "Four Fields of Service" and give three examples of each.

a) _____

examples: _____

b) _____

examples: _____

c) _____

examples: _____

d) _____

examples: _____

4. When were women first admitted into Alpha Phi Omega as full members?

ALPHA PHI OMEGA --- PLEDGE WORKSHEET #2

Page 2

5. What is the name of the National Magazine of the Fraternity and how often is it published?

6. List all the states in our Region.

7. What are the Cardinal Principles of Alpha Phi Omega?

8. Write the names of all the letters of the Greek Alphabet in order

1. _____ 9. _____ 17. _____

2. _____ 10. _____ 18. _____

3. _____ 11. _____ 19. _____

4. _____ 12. _____ 20. _____

5. _____ 13. _____ 21. _____

6. _____ 14. _____ 22. _____

7. _____ 15. _____ 23. _____

8. _____ 16. _____ 24. _____

9. How often are Sectional Conferences held?

10. How often are Regional Conferences held?

11. How often are National Conventions held?

12. Which of the previous events are held in even numbered years? Odd years?

ALPHA PHI OMEGA-- PLEDGE QUIZ #2

1. What is the *Scout Oath*? (Please write it on the back of this sheet.)
2. What are the twelve points of the *Scout Law*? (Please write them on the back of this sheet.)
3. What are the Cardinal Principles of Alpha Phi Omega?

4. What are the first five letters of the Greek Alphabet?

5. Who is the official Fraternity Jeweler?

6. What is the official Fraternity Bird?

7. What is the full address of the National Office?

8. What are the Four Fields of Service?

9. What is the name of the official Fraternity Magazine and how often is it published?

10. When were women first admitted into Alpha Phi Omega as full members?

11. Who is our current chapter Service Vice President?

12. What are all the states in our Region?

13. Who is our Regional Director?

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #3

Page 1

Reading assignment for this week pages 7-9, 12-14, 27-33.

1. On what date was Alpha Phi Omega founded? (day, month, year)

2. Where was the first chapter of Alpha Phi Omega founded? (college, city, state)

3. Who is our current National President?

4. Who is our current National Vice President?

5. Who are the six Members-at-Large on our National Board and the titles of their office?

6. Who is the National Executive Director of Alpha Phi Omega?

7. In what section is our chapter?

8. Who is our Sectional Chair?

9. How many National Presidents have there been, including the current President?

10. What is the Fraternity's highest award of distinction?

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #3

Page 2

11. What does the abbreviation "LDW" stand for?

12. What does the abbreviation "CPW" stand for?

13. Write the lyrics to the Toast song (both verses)

ALPHA PHI OMEGA-- PLEDGE QUIZ #3

1. What is the fall address of the National Office?

2. What is the name of the official Fraternity Magazine?

3. Who is the current National President of Alpha Phi Omega?

4. Who is the current National Vice President of Alpha Phi Omega?

5. Who is known as "the Chief"?

6. What is the Motto of Alpha Phi Omega?

7. What are the symbols (capital letters only) and the names of all the letters of the Greek Alphabet? (In order, please)

1. _____

9. _____

17. _____

2. _____

10. _____

18. _____

3. _____

11. _____

19. _____

4. _____

12. _____

20. _____

5. _____

13. _____

21. _____

6. _____

14. _____

22. _____

7. _____

15. _____

23. _____

8. _____

16. _____

24. _____

8. What is the Motto of Alpha Phi Omega?

9. What is the *Scout Oath*? (Please write it on the back of this sheet.)

10. What are the twelve points of the *Scout Law*? (Please write them on the back of this sheet.)

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #4

Page 1

Reading assignment for this week: pages 15-20, review pages 3-52 for discussion.

1. Who is our chapter president?

2. Who is our chapter service vice president?

3. Who is our chapter membership vice president?

4. Who is our Sectional Chair?

5. Who is our Regional Director?

6. Who is the current National Executive Director?

7. What is the name of our chapter newsletter?

8. Who suggested the Official Fraternity Handclasp?

9. Who drew up the Insignia, Pin, Key and Coat of Arms?

10. Who created the Motto and the Greek letters of the Fraternity?

11. Who wrote the Ritual and drew up the first Fraternity Constitution and bylaws?

12. When and where was the first chapter of Alpha Phi Omega established?

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #4

Page 2

13. How many charter members founded Alpha Chapter? _____
14. How many advisors did the first chapter have when it was formed? _____
15. Our chapter is in what Region? What Section? _____
16. How many states are in our Region? _____
17. What number is our chapter and when was it chartered on this campus? _____

18. List the official Fraternity:

a) Jewel

d) Tree

b) Bird

e) Colors

c) Flower

f) Jeweler

19. Write the symbols (capital letters only) and the names of all the letters of the Greek Alphabet in order.

1. _____

9. _____

17. _____

2. _____

10. _____

18. _____

3. _____

11. _____

19. _____

4. _____

12. _____

20. _____

5. _____

13. _____

21. _____

6. _____

14. _____

22. _____

7. _____

15. _____

23. _____

8. _____

16. _____

24. _____

ALPHA PHI OMEGA -- PLEDGE FINAL EXAM

SECTION I - Multiple choice (worth one point each)

1. How many different Regions has the country been divided into for Alpha Phi Omega?
 - a. 5
 - b. 10
 - c. 12
 - d. 98
2. In what year was the first National Convention held?
 - a. 1926
 - b. 1931
 - c. 1972
 - d. 1946
3. In what year were women admitted into the Fraternity as full-fledged Brothers?
 - a. 1966
 - b. 1970
 - c. 1972
 - d. 1976
4. Where was the last National Convention held?
 - a. San Francisco, CA
 - b. Dallas, TX
 - c. Minneapolis, MN
 - d. Independence, MO
5. How often are Sectional Conferences held?
 - a. annually
 - b. biannually
 - c. biennially
 - d. none of the above

SECTION II - Fill in the blank (worth one point each),

1. This chapter is called _____ Chapter of Alpha Phi Omega and was chartered on _____ as the _____ Chapter of the Fraternity.
2. Our Chapter is in Section _____ of Region _____.
3. Sections are numbered from _____ to _____ and Regions are numbered from _____ to _____.
4. The National Fraternity Magazine is called _____ and is published by the National Office _____ times a year.
5. National Conventions are held every _____ years.
6. Regional Conferences are held every _____ years

7. Name the following officers of our chapter. (One point for each name)

a. President: _____

b Service Vice President: _____

c Membership Vice President _____

d. Pledge Trainer: _____

e. Sectional Chair: _____

f. Regional Director: _____

SECTION III - Short Answer (Please write your answers on a separate piece of paper.)

1. When and where was Alpha Phi Omega founded? (worth six points)
2. What are the Cardinal Principles of Alpha Phi Omega? (worth three points)
3. What is the Motto of Alpha Phi Omega? (worth three points)
4. What are the Four Fields of Service? What are two examples of each? (worth 12 points)
5. What is the main Goal of Alpha Phi Omega? (worth one point)
6. What is the full address of the National Office for Alpha Phi Omega? (worth three points)
7. What are the states in our Region? (worth five points)
8. What is the *Scout Oath*? (worth five points)
9. What are the twelve points of the *Scout Law*? (worth 13 points)
10. What are the lyrics to the Toast Song? (worth ten points)

SECTION IV-- Essay. (worth 12 points)

1. You have just been elected Service Vice President for your Chapter. The Chapter President has asked you to plan and carry out a service project for the coming term. How would you go about this? Give steps from beginning to end and explain.

SECTION V - (worth 19 points)

From the list below, use a lettered answer to respond to the following questions. Not all answers are used.

1. _____ Founder of Alpha Phi Omega
2. _____ First President of the First Chapter
3. _____ First National President of Alpha Phi Omega
4. _____ Location of the First National Convention
5. _____ First Chapter designation
6. _____ Second National President of Alpha Phi Omega
7. _____ Current National President
8. _____ Current National Vice President
9. _____ Official Fraternity Flower
10. _____ Official Fraternity Bird
11. _____ Official Fraternity Tree
12. _____ Official Fraternity Colors
13. _____ Official Fraternity Jewel
14. _____ Official Fraternity Jeweler
15. _____ Total number of Regions in Alpha Phi Omega
16. _____ Current National Board Member in Charge of Membership
17. _____ Creator of the Official Handclasp
18. _____ Designer of the Official Insignia
19. _____ Creator of the Ritual and Constitution

- | | | | |
|----------------------|----------------------|---------------------|----------------------|
| A) Earle M. Herbert | L) Bartles & James | W) Wild Rose | HH) Thane S. Cooley |
| B) Torch & Trefoil | M) Ray O. Wyland | X) Miller & McGlynn | II) Sapphire |
| C) Tulip | N) John Wetherington | Y) Kansas City | JJ) John Anderson |
| D) Dr. H. Roe Bartle | O) Diamond | Z) Patrick Burke | KK) Sturdy Oak |
| E) Herbert G. Horton | P) William Clinton | AA) Golden Eagle | LL) Four |
| F) J.O. Pollack | Q) Forget-me-not | BB) Mighty Pine | MM) Ten |
| G) Beta Chapter | R) Goshawk | CC) Fred Pollack | NN) Jack McKenzie |
| H) Gerald Schroeder | S) St. Louis | DD) Eleven | OO) Irwin H. Gerst |
| I) Everett W. Probst | T) Alpha Chapter | EE) Walnut | PP) Jack A. McKenzie |
| J) Green and Gold | U) Two | FF) Denver | QQ) Wilfred Krenek |
| K) Frank Reed Horton | V) Blue and Gold | GG) Maggie Katz | |

SECTION VI - (worth 24 points)

What are the symbols (capital letters only) and the names of all the letters of the Greek Alphabet (in order, please).

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

7. The "Big Brother" Program

a. Purpose

The purpose of a Big Brother/Little Brother program is to provide each Pledge (the "Little Brother") with an active (the "Big Brother") who will help the Pledge learn about and become involved in Alpha Phi Omega. This type of program is optional but is a good means of promoting fellowship within the chapter, as well as a way to help Pledges feel welcome and get involved in a variety of chapter activities.

b. Example Big Brother Standards:

- (1) Be an active Brother in good standing
- (2) Attend 90% of all chapter business meetings
- (3) Attend service projects
- (4) Participate in fellowship events
- (5) Attend and help plan Big Brother/Little Brother events
- (6) Communicate with one's Little Brother on a regular basis

Standards such as these provide another advantage of a Big Brother program: In order to be eligible to serve as a "Big Brother" a member must be very active. This becomes another incentive to keep Brothers involved with the chapter.

Each chapter should tailor its Big Brother/Little Brother program and associated activities to **fit** its own needs. Some chapters have found it helpful to have special events organized by the Big and Little Brothers (such as a chapter party or picnic) or to have organized activities for the Big and Little Brothers to socialize (such as bowling, relay races, touch football games). Others just encourage "one to one" activities. Whatever you choose to do, remember that the most important role of the Big Brother is to be enthusiastic -- about the Pledge, about the chapter and about its activities. The Pledges **will** adopt the spirit (or lack of it) of the active Brothers. If the Brothers have a positive attitude, the chances are excellent that the Pledges will also have a positive outlook.

D. MEMBERSHIP RETENTION

1. Retention -- Your Second Big (and On-Going) Task

Membership recruitment is only half the battle. Now that you have Brothers you must find ways to retain them. Membership retention is a continuing effort -- **all officers** and Brothers should be actively participating in your chapter's programs.

If (when) this is not happening, there must be a program in place to encourage participation. The President, working with the Membership Vice President and Fellowship Chair, should talk to Brothers (and pledges) who are not coming to events. Finding out why they are not participating (schedule conflicts? uninteresting projects? personal problems?) is the most important step to bringing them back.

Attempt to schedule events when the maximum number of people can attend. However, do not postpone an event indefinitely just because some people cannot attend. The chapter should be holding regular service and fellowship events and canceling these will cause more problems with retention than holding them without some people being able to be present.

2. Membership Questionnaire (in six parts, with explanation for administration and interpretation of results).

This questionnaire contains six sections:

- (1) Basic information
- (2) Scheduling Chapter Projects and Events
- (3) Planning the Chapter's Service Program
- (4) Planning the Chapter's Membership Program
- (5) Planning the Chapter's Fellowship Program
- (6) Building the Chapter's Leadership Program

HOW TO ADMINISTER THE QUESTIONNAIRE

The following is a sample. Whether you choose to photocopy and use this sample or create a similar questionnaire on your own, it is strongly recommended that all six sections **not** be administered simultaneously.

Section One (Basic Information) should be completed by each Brother at the beginning of the school year and by each pledge at the beginning of the pledge program. (See PAGE 51)

Section Two (Scheduling/Time Management) should be completed by every Brother and pledge at the beginning of each quarter or semester to facilitate planning for the new term. (See PAGE 53)

Section Three through Six should only be distributed to active Brothers (not to pledges). These sections should be completed by every Brother once a year. Each section could be distributed, completed and returned during the course of one chapter business meeting. (See PAGE 55-61)

The appropriate officer (e.g. Service Vice President, Membership Vice President, Fellowship Chair, etc.) should distribute each of Section Three through Six, collect the completed forms and prepare a summary of data to present to the chapter's Executive Committee.

GENERAL INFORMATIONAL SURVEY

Please take a moment to fill out the following information forms. It will allow us to verify and update our records, and enable your chapter officers to serve you better.

Name: _____

School: _____ Birth-date: _____

School Address: _____

School Phone: _____ Home Phone: _____

Work Phone: _____ Can we call you at work? ☐ Yes ☐ No

Major: _____ Year in School: _____

Average # of Units per Quarter/Semester: _____ Estimated Year of Graduation: _____

Do you have a car? ☐ Yes ☐ No

If you have a car, are you able to drive other APO members? ☐ Yes ☐ No

Are you able to drive for APO events? (projects, outings) ☐ Yes ☐ No

Where do you live during the-academic year? (circle answer)

On Campus Off Campus Housing With Parents

If you do not live on campus, how far do you commute? _____ miles

Are you able to host any of the following at your residence? (circle those you can host)

Parties Meetings Pool Party Jacuzzi Party

Ceremonies Barbecue Sleep-overs

Would you be able to telephone other APO members as part of a chapter telephone tree network?

☐ Yes ☐ No

What are some of your other hobbies or interests?

PERSONAL TIME MANAGEMENT SURVEY

Please fill in all squares of the grid with the following:

C = time spent in classes

W = time spent at work

S = study time

O = time spent on other activities or personal time

M = best time for APO meetings and events

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
midnight							

CHAPTER SERVICE PROGRAM SURVEY

The purpose of this survey is to assess your individual needs regarding service and service projects. We want to hold service projects that our members find fulfilling and exciting. Your honest responses will be used to develop a program that will actively involve all our members.

What is your greatest motivation for attending a service project?

What holds you back from attending a service project?

What do you think is a good amount of time for a service project? *(circle one)*

1 hour 4 hours 1 day 1 weekend more than one weekend

Do you like service projects that deal with people (blood drives, soup kitchens, for example), or things (children's center landscaping, CP cleanup), more?

What projects have you done in the past that you would like to repeat?

Put a "Yes" or "No" next to these suggestions indicating whether you like to participate in them:

Blood Drive: _____

Campus Cleanup: _____

Campus Landscaping: _____

Taking Kids on an Outing: _____

Having a Holiday Children's Party: _____

Swim-a-Thon: _____

Canned Food Drive: _____

Painting Buildings: _____

Building Maintenance/Landscape: _____

Working on National Charities: _____

Senior Citizen's House Cleaning: _____

Voter Registration: _____

Trips to Orphanages: _____

Boy Scout Projects: _____

Soup Kitchen: _____

Senior Citizen Social Activities/Outings: _____

CHAPTER MEMBERSHIP PROGRAM SURVEY

Pledges are the lifeblood of any fraternity and Alpha Phi Omega is no exception. Without a strong, cohesive pledge program which receives the MI support of all the active brothers, a small chapter runs the risk of dying out. Pledge recruitment and membership retention are properly the concern of every member. By showing genuine interest in pledges and fellow Brothers we strengthen our chapter. We want to develop an organized pledge program which you, the members, will actively participate in and support. Your honest responses to the following questions will be appreciated.

What activities would you like to see as part of the rush for each quarter?

Which rush activities would you like to or be willing to participate in? (please circle Yes, No, or Maybe)

- | | | | | |
|---|---|---|----|--|
| Y | N | M | -- | Attend a workshop on how to recruit effectively |
| Y | N | M | -- | Recruit at a rush table in front of the bookstore |
| Y | N | M | -- | Recruit at a rush table in the Quad |
| Y | N | M | -- | Recruit at a rush table in front of the dining commons |
| Y | N | M | -- | Attending an information meeting for prospectives |
| Y | N | M | -- | Speak at an informational meeting for prospectives |
| Y | N | M | -- | Attend a rush party to meet prospectives |
| Y | N | M | -- | Attend a Pledge Ceremony |
| Y | N | M | -- | Participate in a Pledge Ceremony |

Do you have any additional, new or creative ideas for recruiting new members?

What type of involvement do you think active Brothers should have with the pledge class?

Would you be willing to be a Big Brother to a pledge? ☐ Yes ☐ No
If you answered "no", why not?

If you were a pledge, what do you think active members should do to help you through the program?

What did you like about your pledge program?

What did you dislike about your pledge program?

How do you think our Chapter can make the campus at-large more aware of Alpha Phi Omega and how to get those interested to join?

Why do you suppose active brothers drop out of Alpha Phi Omega?

What factors make brothers stay in Alpha Phi Omega?

CHAPTER FELLOWSHIP PROGRAM SURVEY

"Fraternity " is derived from the ancient Latin word meaning "brother" or "brotherhood". Before we can fulfill our common mission of service, we must develop the bonds of friendship that hold an organization like Alpha Phi Omega together. To achieve this comradery we would like to develop social fellowship events that will unify our chapter and create a feeling of brotherhood among our members:

When is it best for you to attend fellowship events? (check any response which applies to you)

- | | |
|---|--|
| <input type="checkbox"/> during a weeknight | <input type="checkbox"/> on a Saturday night |
| <input type="checkbox"/> on a Saturday | <input type="checkbox"/> on a Sunday night |
| <input type="checkbox"/> on a Sunday | <input type="checkbox"/> after a service project |
| <input type="checkbox"/> after a meeting | <input type="checkbox"/> other (please specify) |
| <input type="checkbox"/> on a Friday night | _____ |

What type of fellowship event would you like to participate in?

The following is a list of fellowship events that our members have enjoyed in the past. Please check those which you enjoyed, or would like to enjoy with the chapter:

- | | |
|--|---|
| <input type="checkbox"/> pool party | <input type="checkbox"/> jacuzzi party |
| <input type="checkbox"/> barbecue | <input type="checkbox"/> dance |
| <input type="checkbox"/> restaurant dining | <input type="checkbox"/> video night |
| <input type="checkbox"/> movie night | <input type="checkbox"/> pot luck dinner |
| <input type="checkbox"/> picnic | <input type="checkbox"/> intra-chapter sports |
| <input type="checkbox"/> bowling | <input type="checkbox"/> beach party |
| <input type="checkbox"/> weekend road trip | <input type="checkbox"/> camping trip |
| <input type="checkbox"/> day hikes | <input type="checkbox"/> sailing |
| <input type="checkbox"/> skiing | <input type="checkbox"/> ski weekend |
| <input type="checkbox"/> cycling | <input type="checkbox"/> horseback riding |
| <input type="checkbox"/> one-day retreat | <input type="checkbox"/> weekend retreat |

Would you be willing to host a fellowship party at your residence? ☐ Yes ☐ No

Do you enjoy fellowships after service projects? ☐ Yes ☐ No

Do you enjoy fellowships after meetings? ☐ Yes ☐ No

Do you enjoy fellowships after ceremonies? ☐ Yes ☐ No

Would you enjoy a weekend retreat? ☐ Yes ☐ No

Would you be able to attend a weekend retreat or road trip event? ☐ Yes ☐ No

Is cost a major factor in not attending a fellowship event? ☐ Yes ☐ No

What are some of your own ideas for fellowship or social type events?

CHAPTER LEADERSHIP PROGRAM SURVEY

Our cardinal principles and our motto incorporate the idea of leadership. Developing leadership skills is important on a personal level as well as for the chapter and the greater fraternity as a whole. Please help our chapter officers become better informed by answering the following questions.

Do you know what an L.D.W. is? ☐ Yes ☐ No

Do you know what a C.P.W. is? ☐ Yes ☐ No

Have you ever been to a National Convention? ☐ Yes ☐ No

Have you ever been to a Regional Convention? ☐ Yes ☐ No

Have you ever been to a Sectional Conference? ☐ Yes ☐ No

Have you ever been to another chapter's event? ☐ Yes ☐ No

Would you be willing to attend a weekend workshop on Leadership Development? ☐ Yes ☐ No

How can Alpha Phi Omega help you develop your own personal leadership skills?

Would you be willing to hold a leadership position within the chapter? ☐ Yes ☐ No
If not, why?

Do you know what a Chapter Program Planning Conference is? ☐ Yes ☐ No

Would you be willing to attend a chapter planning session? When is the best time for you to attend?
(check answers)

☐ a Saturday

☐ a weekend

☐ a Sunday

☐ other (please specify)

If you would not like to attend a chapter planning session, why not?

Are there any other suggestions for improving the leadership development within the chapter?

3. Handling Non-Performers

No one accepts a job with the idea of failing. When faced with a Brother who is not fulfilling a leadership obligation, you should:

I. IDENTIFY THE PROBLEM

A. Ask yourself these questions--

1. Have I taken the time to understand him as a person?
2. Have I been fair & honest in my relationship with him?
3. Have I given him my full support?
4. Have I offered encouragement?
5. Have I fully explained his job responsibilities?
6. Have I explained what is expected of him?
7. Have I explained how his job relates to the overall goals of the chapter or section?
8. Have I explained the benefits he can gain from doing his job well?
9. Have I worked with him in establishing goals?
10. Do I allow him the opportunity of carrying out his job without undue interference from others?
11. Have I provided him the necessary assistance?
12. Do I give him credit for his accomplishments or do I take the glory for his achievements?
13. Do I praise in public and correct in private?

B. Ask these questions about him

1. Is he overloaded?
2. Are outside influences affecting his ability to fulfill his Alpha Phi Omega role? (Study, health, other activities, etc.)
3. Does he understand his responsibilities?
4. Does he understand how important his job is to the total effort?
5. Is he afraid to ask for assistance?

II. WHAT CAN BE DONE?

1. Additional development experiences.
2. Praise and encourage him.
3. Reassign a portion of his responsibilities
4. Hold a personal discussion with him to work together in overcoming the problem(s). Be sure to spend more time listening than talking. Be sure the discussion is held on a positive level. The discussion should be private and must remain private after it ends.
5. Change your approach in working with him.
6. Get assistance from your chapter advisor(s), sectional or regional staff.
7. Change his job responsibilities.
8. If you're the problem, straighten yourself out.
9. **LAST RESORT:** Replace him.

III. HOW TO REPLACE A NON-PERFORMER

1. If you take the time to follow I & II (and make a sincere effort to do so) it may not be necessary.
2. Meet him in private and allow the opportunity to resign gracefully. Offer to announce a reason that will not embarrass him.
3. Handled properly, removing a non-performer may be in his best interest.

4. Alpha Phi Omega Common Courtesies

This is a list of some situations which arise in the Fraternity and sometimes result in "ruffled feathers" on the part of pledges, actives or alumni. If each of us thinks about our responsibility to our Brothers, and community, this can be avoided. We must be able to work together as an efficient organization to be of any use to others. Remember, the Fraternity is counting on each of us.

1. If you sign up to help at a service project (or any other Fraternity function) and find out that you are unable to show up (regardless of the reason), it is your responsibility to contact the person in charge (or at least someone who will make it to the project).
2. Everyone in the chapter should be on at least one committee. This is one of the ways each of us has input on how the Fraternity is run. If you are unable to make it to the scheduled committee meetings, you should talk to the committee chair before the meeting to contribute your ideas.
3. If you have something that you'd like to discuss at a chapter business meeting, please call the President so that he/she can put your item on the agenda. This will help business meetings run more smoothly.
4. If at all possible, Activation/Installation and Alumni/Advisor type activities should be on Saturday nights so that alumni will be able to attend.
5. Remember to dress appropriately at all Alpha Phi Omega rituals (pledge and initiation) and banquets.
6. During meetings, pay attention to the person who is speaking. This will cut down on repeated comments, repeated questions, and total discussion time and eliminate a lot of confusion and frustration.
7. When giving a report to the chapter, be thoroughly prepared and attempt to anticipate possible problems, questions and concerns.
8. The chapter must have a well-trained ritual team. The participants in the pledging and activation ceremonies should be very familiar with their parts. (Some chapters have traditionally had the participants memorize their parts!) It makes the ceremonies more meaningful to all involved - and people do notice!
9. Don't be shy around sectional, regional and national staff members. They are volunteers like you and offer a unique perspective on the Fraternity. They are here to help (and to have fun doing it), and they want to talk with you.

10. At business meetings and committee meetings, we get into some heated and emotional "discussions". We should respect the ideas and opinions of our Brothers. No matter the outcome, we are all Brothers. Brotherhood is a permanent commitment to the other members of the Fraternity.
11. You have a responsibility to your Brothers to express your ideas and opinions. The collective ideas supplied by all of our chapter members help make our programs stronger and more diverse. Don't hesitate to speak up because you think your idea won't pass. You may be surprised!
12. If a decision is made by your chapter which you personally don't agree with, you should trust the judgment of your Brothers enough to live with it. The next time the issue (or a similar issue) arises, it is your responsibility to voice your viewpoint as a viable alternative ... and that time, it may prevail.
13. Not only are we a Brotherhood, we should all be friends. In any group of people who are comfortable enough with each other to joke around, a situation could arise where someone could be unintentionally offended. Be careful about jokes, whether you're doing the telling or whether the joke is on you. If it really gets to be a problem, go directly to the source and discuss it. Don't let this hinder our ability to work together.

(Adapted from an article written by Dave Emery, National Service Chair.)

5. Words of (we hope) Wisdom

In the limited space available it is impossible to discuss all of the possible problems a small chapter might have in recruiting and retaining Brothers; every chapter will have its unique strengths and weaknesses and campus environment.

The keys to your success will be first, planning and second, execution. Thinking through a project before you tackle it will help you avoid major problems and will make it much easier to succeed.

But do not become discouraged if your initial attempts to do something fall short of your goals. Evaluate your efforts, including what you did right and your mistakes, and develop a written plan that will improve future performance. Perseverance is important; do not let yourself discourage easily. Talk to your advisors, alumni, sectional and regional volunteers -- these people can and will provide you with helpful suggestions and sometimes even additional manpower to run an event.

Above all, develop and maintain a positive and enthusiastic attitude. A smile really is contagious!

CHAPTER TWO: SERVICE

BRIEF OUTLINE:

A. Suggestions for a Service Program in a Small Chapter

B. List of Sample Projects

C. Chapter Service Contact Sheet

D. Service Project Evaluation Form

1. Sample Project Evaluation Form
2. Reference: Chapter three-ring binder of completed evaluation forms; to be maintained by the current chapter Service Vice President.



SERVICE

A. SUGGESTIONS FOR RUNNING A SERVICE PROGRAM IN A SMALL CHAPTER

Building your membership should be one of your primary goals in a small or very small chapter, but to attract new Brothers (and keep current Brothers active) you must offer an interesting and diversified program of service. Alpha Phi Omega is, after all, THE National Service Fraternity. No matter how few Brothers you have, you should continue to plan and hold service projects. The reason we want more Brothers is to be able to do more service, and we won't attract anyone by not doing it.

If you can count on only a few Brothers to show up for service events, choose projects where large numbers of participants are not essential to success. You might also try holding a joint project with another campus organization or a nearby chapter of Alpha Phi Omega. Your chapter could plan, organize and coordinate larger scale projects where the actual workers are recruited from other campus organizations or local Scout troops.

Before a service project, the Service Vice President or project chair should remind Brothers of the upcoming project and distribute a sign-up sheet at each chapter business meeting for at least two or three weeks before the project. In doing this, remember that it is crucial to be enthusiastic about the project. An announcement that "I know it probably won't be much fun, but we're going to do _____ on Saturday" is not likely to persuade many Brothers to sign-up. The chapter should establish a policy that when a Brother or pledge signs up for a project, it means that person is committed to be there and the chapter will be counting on that person to show up and participate.

The sign-up sheet should state the project, its date and time at the top of the page. When completed, the sheet will list the names and telephone numbers of all those planning to participate in the service project.

One or two days before the project is to take place, the project chair should telephone everyone on the sign-up sheet to remind each of the date, time and location of the service project.

Pledges and prospective pledges should always be encouraged to participate in chapter service projects. Alumni and advisors should also be kept informed of and invited to projects. The chapter should encourage advisors, sectional staff and alumni to attend projects, especially when larger numbers of people are needed.

References:

- (1) Chapter three-ring binder of completed Project Evaluation Forms.
The Service Vice President or project chair should complete a written evaluation of each service project immediately after completion (this will help you improve future projects; looking at old project forms is also a good way to get ideas for new projects).
- (2) Six-part Questionnaire (Section 3)
(See Chapter One -- Membership)
- (3) Appendix C - Chapter Advisors and Campus Directory

B. LIST OF SAMPLE PROJECTS

There are many service projects which do not require large numbers of people. Among these are:

1. Painting, construction or landscaping on campus or for a charitable organization.
2. Organize a trash clean-up on campus or in the community.
3. Volunteer to help an orphanage or community group which assists the needy.
4. Sponsor a canned food drive for a local home for battered women and children.
5. Offer to baby sit at an elementary school during parent-teacher conferences or PTA meetings.
6. Yard clean-up or home repairs for senior citizens.
7. Assist at Boy Scout First Aid Contests, Camporees, etc.
8. Hold a clothing drive for the homeless.
9. Assist at a soup kitchen.
10. Assist at the local humane shelter.
11. Assist the Red Cross with on-campus blood drives.

If possible, the chapter should hold a variety of projects so that the Brothers will have opportunities to participate in all four fields of service (Service to the Campus, Service to Youth and the Community, Service to the Nation, Service to the Fraternity).

Sources for service project ideas include the Pledge Manual, other chapters, your Sectional Chair, the Service Hot-Line published periodically by the National Service Committee, etc.

C. THE CHAPTER SERVICE CONTACT SHEET

The Service Vice President should create and regularly update a Service Contact Sheet for the chapter. This contains the names, addresses and telephone numbers of key people and organizations for whom the chapter regularly performs service. This sheet will help insure that when Brothers graduate the chapter will not lose track of valuable contacts and the opportunity to develop at least a few "traditional" service projects.

EXAMPLE:

Bigfoot College, Deep Forest, Idaho
Alpha Phi Omega, FUR Chapter
SERVICE CONTACT SHEET

1. Professor Harry Apeman - Vice Chair of Furry County
Organization to Maintain Recreational Hiking Trails
Room 123, Psychology Building, Bigfoot College
Telephone: Campus Extension 456
2. Dr. Smiley - Director of Happy Daze Retirement Home
4321 Centre Street, Deep Forest, Idaho 99999
999/999-9999 (Telephone between 10:00 a.m. and 4:00 p.m.)
3. Mrs. Ima Parent - President of Furry Valley United PTA
1234 High Road, Deep Forest, Idaho 99999
999/999-8888

D. SERVICE PROJECT EVALUATION FORM

Please see the sample evaluation form on the next page. You may photocopy and use the sample Project Evaluation Form as is, or you can create your own.

PROJECT EVALUATION FORM

PROJECT _____ CHAIR _____

Goal of Project _____

Was this goal met? ☐ Yes ☐ No

Date _____ Number of Brothers participating? _____

Was this enough to do the job? ☐ Yes ☐ No

Why or why not?

What parts of the project went particularly well?

What parts of the project went poorly?

What phases of the project were not carried out as planned, and why not?

1. _____

2. _____

3. _____

Comments, opinions, what the brothers (and others involved) liked or disliked

What could be changed in a future project of this nature to make it more successful? Is this project or a variation of it worth doing again? Why or why not? Be specific.

General comments:

CHAPTER THREE: LEADERSHIP

BRIEF OUTLINE:

- A. Duties of Chapter Officers**
- B. How to Run a Chapter Meeting**
- C. Chapter Planning**
- D. Fraternity Leadership Development Programs**
- E. Working with your University or College**



LEADERSHIP

A. DUTIES OF CHAPTER OFFICERS

It is highly recommended that you consult the Leadership Series published by the National Fraternity. This includes guides for the chapter president, service vice president, membership vice president, treasurer, and chapter secretary. A complete set of these guides is mailed to each chapter at the beginning of the academic year. However, if your chapter does not have a set, ask the National Office to send one to you.

We will not repeat the information contained in the Leadership Series. However, for smaller chapters, where the responsibilities of each officer may be broader than in larger chapters, the following summary may be helpful.

1. Duties of the Chapter President

The President coordinates all chapter officers and ensures that they are performing their duties properly. The President's duty is to promote teamwork by the other officers; the President should not attempt to do everything himself. While the President may have to explain what each officer should be doing, he must allow each to perform his/her functions.

If an officer is having trouble fulfilling responsibilities, the President needs to find out why this is happening. If necessary, the President should recruit one or two Brothers to assist an officer who is not functioning properly and, if that does not work, should assist the officer himself.

In extreme situations, it may be necessary to replace the officer with an appointed or elected successor.

The President should be aware of and participate in all chapter events. The President is responsible for ensuring that the chapter engages in long-term planning and conducts a Chapter Program Planning Conference (CPPC) at least once a year.

The President should develop an agenda prior to each chapter meeting, call each meeting to order and make sure that the agenda is followed and that action is taken in an orderly fashion. He should be certain that minutes are taken and that, after the meeting, these are reproduced and distributed to the Brothers.

The President also chairs the chapter's Executive Committee (comprised of all chapter officers). In a very small chapter, the officers may choose not to hold separate Executive Committee meetings and simply incorporate appropriate discussion topics into the chapter's general business meetings.

2. Duties of the Service Vice President

The Service Vice President is in charge of planning and executing a well-rounded program of service. The Service Vice President should compile lists of possible service projects and key contact people for these projects.

However, the Service Vice President should not run every project personally. Other Brothers should be appointed to chair individual projects. The Service Vice President must assist these Brothers and support their efforts. This way, the other members of the chapter will be able to gain experience in organizing and running service projects.

The Service Vice President is to chair the Service Committee.

3. The Duties of the Membership Vice President

In a small chapter, the Membership Vice-President may have to double as Pledge Trainer and also be in charge of Rush and all rituals. If at all possible, the Membership Vice President should appoint a Rush Chair and Pledge Trainer to assist him in fulfilling his numerous duties.

The Membership Vice President must be sure that both the Rush and Pledge programs are well planned, before the Rush begins. It is important that the Rush and Rush events are well-publicized (see Chapter I -- Membership). The Membership Vice President is also responsible for ensuring that all required ritual equipment is present at the right time and place.

Although the pledges will be among the primary concerns of the Membership Vice President, he cannot afford to ignore the issue of membership retention. The responsibilities of the Membership Vice President are important in any chapter and especially so in a very small chapter on the brink of collapse. It is absolutely essential that the entire chapter make a commitment to improve recruitment and retention.

The Membership Vice President chairs the Membership Committee.

Reference: Chapter 1 -- Membership (Section C -- Pledge Program and Section D -- Membership Retention).

4. Duties of the Chapter Treasurer

The Treasurer is responsible for all of the chapter's monies. He should keep careful accounts of all amounts received and paid out. The Treasurer should get receipts when members require reimbursement for fraternity expenses (i.e., postage for chapter mailings)

The Treasurer should prepare a budget for approval of the chapter and should make regular budget reports to both the Executive Committee and the chapter in order to assist in the knowledgeable management of chapter funds.

In a very small chapter, the Treasurer will often have to double as the fund-raising Chair,

The Treasurer/Fund-Raising Chair chairs the Fund-Raising Committee.

5. Duties of the Chapter Secretary

The Secretary records minutes at chapter business meetings and has copies of the previous week's minutes available at each meeting.

The Secretary is also responsible for all of the chapter's general correspondence, including invitations (or furnishing a mailing list to the appropriate chair) for rituals, banquets, etc.

6. The Fellowship Chair

While not always an elected position, every chapter, even a small one, needs to have someone assigned to this responsibility. The Fellowship Chair can do a great deal to boost the enthusiasm and morale of a small chapter. The Fellowship Chair coordinates all fellowship events, finding other Brothers to help plan and carry out the events.

B. HOW TO RUN A CHAPTER MEETING

An example of a standard chapter meeting agenda appears in the Pledge Manual. It is also recommended that you review the rudiments of Parliamentary Procedure and the Classification of Motions According to Precedent also appearing in the Pledge Manual. Many chapters of Alpha Phi Omega follow Robert's Rules of Order. While a method as formal as Robert's Rules of Order may not be necessary in order to conduct a chapter business meeting in a very small chapter, it is essential that the meeting follow an agenda and be conducted in an orderly fashion.

It is important that the chapter President follow a written agenda to ensure that all important topics and upcoming projects and events are discussed in a timely fashion. Each officer should be prepared to give a brief report at the chapter meeting. Any officer or Brother who has an item to be considered by the chapter should advise the President of this in advance of the meeting. If this is not possible, then the President should at least be told before the meeting actually starts. This will allow the item to be considered during the appropriate part of the agenda.

Meeting agendas need not be typed; handwritten ones (so long as they are legible) will serve just as well. The important thing is to have a written agenda and to follow it. Do not let a meeting get sidetracked and waste time on trivial issues.

C. CHAPTER PLANNING

Every chapter should hold a Chapter Program Planning Conference (CPPC) at least once a year. This is a planning session where the chapter reviews its performance over the past school year and sets goals for the coming year. The CPPC is an extremely useful tool for any chapter, and all Brothers should be encouraged to participate. The Fraternity's guide to conducting a CPPC is available, free of charge, from the National Office.

D. FRATERNITY LEADERSHIP DEVELOPMENT PROGRAMS

The National Fraternity offers a number of leadership development opportunities and programs. The Leadership Development Workshop (LDW) is a daylong workshop open to all pledges and Brothers. It concentrates on developing personal leadership skills. The Chapter Program Workshop (CPW) is a week-end long program for chapter Presidents, Service Vice Presidents, Membership Vice Presidents and those likely to hold those offices in the near future. Its focus is on the responsibilities of these key officers.

Your chapter should take advantage of every opportunity to participate in these and other Fraternity seminars and workshops. These are offered at Sectional and Regional conferences as well as during the National Convention. The CPW is usually offered as a separate event, on a weekend, and is often done during the summer months. There is a "Leadership Index" published every year by the Leadership Development Committee which describes all of the current programs. If you do not have one, please ask the National Office to send one to you.

E. WORKING WITH YOUR UNIVERSITY OR COLLEGE

Alpha Phi Omega provides excellent opportunities for its members to develop leadership skills which can serve for a lifetime. As a small chapter a greater percentage of the chapter's members will have the opportunity to assume positions of responsibility. Stress this when recruiting on campus and your chapter's smallness can be a strength rather than a weakness. You will want to plan service and fellowship activities which benefit the college and have high visibility on campus. This will enhance your recruiting efforts and also stress the opportunities to develop leadership skills.

CHAPTER FOUR: FELLOWSHIP

BRIEF OUTLINE:

A. Running a Fellowship Program in a Small Chapter

B. Examples of Fellowship Events

C. Banquet/End-of-Year Party Planning



FELLOWSHIP

A. RUNNING A FELLOWSHIP PROGRAM IN A SMALL CHAPTER

A major attraction of membership in Alpha Phi Omega is the opportunity for fellowship. To promote fellowship, chapters organize events which bring Brothers together for fun. Many individuals, especially those outside the Fraternity, do not see Alpha Phi Omega as a social organization. This is a misconception, since one of our cardinal principles is "to promote friendship". Fellowship activities, planned and unplanned, are a must for chapter operation and growth.

Some fellowship events are planned in the same way that we plan service projects. Such events are included in the chapter calendar as it is prepared during the Chapter Program Planning Conference. Each event should have a chair and committee. Promotion within the chapter is done as with a service project, and there is an evaluation done after the event.

This type of planning is reserved for major chapter events, such as an annual holiday party. There may be several of these during the course of the year. This type of fellowship event should be designed to include all of the chapter's Brothers and Pledges. You should appeal to the largest number of people and tastes.

In addition to these "ma or" fellowship events, there should be less formal activities, such as a party at a Brother's house or going out to dinner as a chapter. These can be announced a few days ahead of time or even can be "spur of the moment." (Getting together after a successful service project can be more fun than anything you could plan.)

Keep in mind that "fun" is an essential element of keeping Brothers active. This is true of service projects as well as parties. Fellowship -- building Brotherhood -- will keep the chapter's morale high and provide the spark for continued efforts and growth.

B. EXAMPLES OF FELLOWSHIP EVENTS

1. Watch videos at a Brother's house;
2. Host a pool/hot tub party;
3. Go to the movies;
4. Picnic;
5. Sports;
6. Board Game party (Trivial Pursuit, Monopoly, etc.);
7. Weekend campout;

8. Potluck dinner;
9. Holiday/Halloween/Costume Party;
10. Party/dance at a Brother's house

These are just a few ideas; your chapter will be able to add to this list.

C. BANQUET/END OF YEAR PARTY PLANNING

Many chapters hold an Annual Banquet. Smaller chapters tend to think they are "too small" for such an event. Keeping in mind that the purpose is to celebrate your accomplishments for the year, recognize Brothers who have done an outstanding job and say goodbye to those who are graduating, it should be clear that every chapter should have some type of year-end gathering. It can be a party held at a Brother's house. The important thing is to use the event to achieve the purposes mentioned above.

You may want to include alumni, sectional and regional volunteers and nearby chapters in your party. If this is the case, you'll need to send out invitations as early as possible. To get a good response from alumni, especially those who are not local residents, will require at least three months notice. Be certain that this invitation includes all of the essential information (date, time, place, cost, type of event, mode of dress, directions, and any special announcements). Most importantly, provide a name and telephone number and/or address for a response to the invitation.

Oh, one more thing ... have a good time.

CHAPTER FIVE: FUND-RAISING

BRIEF OUTLINE:

- A. Suggestions on Ways to Raise Money for a Small Chapter
 - 1. In General
 - 2. Examples of Fund-Raisers
- B. Organizing Fund-Raising Projects
- C. Soliciting Funds from your College or University
- D. Soliciting Donations



FUND-RAISING

A. SUGGESTIONS ON WAYS TO RAISE MONEY FOR SMALL CHAPTERS

1. In General

The famous Wall Street saying, "It takes money to make money," also applies to small chapters of Alpha Phi Omega. Be careful about projects that could result in monetary losses should they fail (i.e., a raffle that doesn't sell enough tickets to pay for itself). As a small chapter you have limited resources and are not in a position to take large monetary risks. However, there are many fund-raising projects that a small chapter can run which require little or no capital investment.

Plan fund-raisers carefully so you will have adequate manpower to run the project. Always set a goal before you start the project and evaluate the results upon completion to see if you met, exceeded or fell short of your goal.

2. Examples of Fund-raisers

- a. Collect recyclable materials such as aluminum, glass, and newspaper (this is an on-going project, usually requiring a permanent "drop-off" site);
- b. Hold a bake sale on (or off) campus;
- c. Hold a weekend car wash;
- d. Sponsor a dance and/or dance contest on campus;
- e. Hold a raffle (where permitted by law);
- f. Hold a garage sale or yard sale;
- g. Show a film in a campus lecture hall;
- h. Sell roses or carnations for Valentine's Day;
- i. Hold a pancake breakfast, a barbecue or picnic;
- j. Run a concession stand at a school sports event.

B. ORGANIZING FUND-RAISING PROJECTS

Organizing a fund-raising project and organizing a service project is the same, except that the goals are different. In fact, many service projects are designed as fund-raisers for various organizations. A chapter fund-raising project, however, has a different goal: raising money for the chapter's internal use.

The first step in planning a fund-raiser is determining how the money will be used. This goal needs to be specific and understood by the entire chapter. The purpose of the fund-raiser could be to supplement the general chapter budget, to raise money to send Brothers to a sectional conference or National Convention, or to meet any other internal chapter need. No matter what purpose is intended for the money generated by this fund-raiser, the purpose should be stated.

After determining the purpose of the funds, the amount needed can be estimated. Make this number as large as possible, while keeping it realistic. Assess your resources and determine how much you can afford to risk on the project.

Make sure that the project has a chair. If possible, this should be someone other than one of the officers. Ask a Brother who has not been particularly active to head this project. It may well be the key to restoring a high level of participation. Of course, the treasurer or fund-raising chair will need to be in regular contact with the chair.

Plan the project around the limitations of your chapter, school and community. Many colleges require any group wishing to hold a fund-raiser to apply for a permit or submit various forms before it can be held on campus. The project chair must determine what the college and local government requires and be certain that all such regulations are met.

The project chair should promote the activity at chapter meetings for several weeks prior to the actual event. A sign-up sheet should be distributed at each meeting, with the admonition that the chapter will be counting on everyone who signs up to show up. A day or two before the fund-raiser, the project chair should telephone everyone on the sign-up sheet to remind each of the date, time and location of the event and confirm that the person will be there.

Within a week after project completion, the entire chapter should evaluate the project at a general meeting. The project chair should incorporate any feedback into the evaluation form. The evaluation form should then be filed with the chapter treasurer, who should keep all fund-raising project evaluation forms.

You may photocopy and use the sample Fund-Raiser Evaluation Form which follows or you can create your own. In either case, be sure to place the completed forms in the three-ring binder labeled Fund-Raising.

C. SOLICITING FUNDS FROM YOUR COLLEGE OR UNIVERSITY

Many schools have provisions for allocating grants of money to organizations like Alpha Phi Omega. Such monies may be distributed by the college administration or by some type of student government committee. The types of grants and the conditions placed on them vary from campus to campus. Generally, such grants must be used for activities or projects which will benefit the school or its students.

These grants usually require that the chapter submit a detailed budget request, setting forth exactly how much money will be required and for what it will be used. While you do not want to underestimate costs in preparing your request, do not exaggerate them either. The overall soundness of the request will often be a deciding factor in whether the grant is approved.

Some chapters have had success in getting funds to support their general operations, such as office supplies, telephone, postage, etc. However, you are more likely to obtain funding for specific service projects. Certainly this will be true where you have not previously been allocated funds.

Use your advisors to find out what funding sources might be available. Check with your campus office of student activities and your student association to find out if they disburse funds to student groups and, if so, under what conditions. Be certain to find out what the deadlines are for submitting your application so you can have everything you need prepared in plenty of time.

D. SOLICITING FUNDS

All non-profit organizations solicit funds to finance their operations. Alpha Phi Omega is no different, and your chapter will often find itself in a position which will require you to seek funding from outside sources. These sources include your college, college alumni, alumni of your chapter, the community at large or local businesses.

There is no limit on whom you can appeal to for money. However, there is stiff competition for every dollar, and you will have to compete in a thorough and professional manner in order to succeed. The following tips should help:

1. Be specific in your request; neither individuals nor organizations give money blindly. As a fraternity, it is especially necessary to state clearly the reason you are asking for money. Otherwise, people will assume it is for a party.
2. Be polite and professional. Whether you write, telephone or solicit in person, remember that you are representing all of Alpha Phi Omega.
3. Be realistic. You are not going to get millions. Be certain that the amount you seek is reasonable for the person you are soliciting and for the stated purpose.
4. Be persistent. For every one hundred people you contact, you may get only three positive responses. Don't give up too easily. You will find those people.
5. Always write a follow-up letter thanking your donors. This should be done immediately after you receive their contribution. After the project has been completed, you should send a second letter reporting on how their support allowed you to achieve your goal. If appropriate, a photo of the completed project should be included. This will make it much easier for you to approach your donors in the future.

FUND-RAISING PROJECT EVALUATION FORM

Alpha Phi Omega National Service Fraternity

1. Project name: _____

2. Project Chair: _____

3. Date of project: _____
month/date/year day of week start time finish time

4. Project location: _____

5. Fund-raising goal:

projected income:	\$ _____	actual expenses:	\$ _____
actual income:	\$ _____	projected net profit:	\$ _____
projected expenses:	\$ _____	actual net profit:	\$ _____

6. Purpose of the project: _____

7. Detailed description of project: _____

8. Number of participants:

actives:	_____	pledges:	_____	
alumni:	_____	advisors:	_____	
other chapters:	_____	non-brothers:	_____	TOTAL: _____

9. Overall evaluation of the project: _____

10. Contact persons or resources: _____

CHAPTER SIX: MANDATORY CHAPTER PAPERWORK

BRIEF OUTLINE:

- A. A Guide to Handling "Red Tape"**
- B. Forms for your College or University**
- C. Forms for the National Fraternity**
- D. Forms for Government**



MANDATORY CHAPTER PAPERWORK

A. GUIDE TO HANDLING "RED TAPE"

A great detective once said, "A case isn't over until the paperwork's been filed". So it is with Alpha Phi Omega. As a small chapter, it is easy to get lost. However, unless you comply with the requirements established by the Fraternity, your chapter can be declared "inactive. " Too often chapters, both large and small, forget to file the required reports, thus creating additional problems that take time and energy away from building an active program. Don't let this happen to your chapter; the last thing you need is another problem.

There are several sets of bureaucracies with which a small chapter must work, both in and out of Alpha Phi Omega. Each chapter will have to work with the Sectional and Regional staff and the National Office, along with the college administration and local, state and Federal governments. There are efficient ways of dealing with each of these, but they are not always obvious. Therefore, you need to make good use of your resources (i.e., advisors and alumni). Your Sectional staff, advisors and local alumni are often experts in dealing with "red tape"; seek them out and ask for their help when you are in doubt about the correct way to handle official forms.

The best way to handle paperwork is right away. Don't let it sit around. Do it and get it out of the way as quickly as possible. It usually doesn't take much time to complete the forms. If you get yourself organized and plan ahead, it will facilitate things, as there are often a variety of materials and/or signatures required for each form.

B. FORMS FOR YOUR COLLEGE OR UNIVERSITY

While all college administration buildings may appear roughly the same on the outside, none of them are the same on the inside. Every school has its own set of policies and procedures for its campus organizations, so we can't give you specifics on the forms your college may require. The best we can do is suggest that you find out which part of the college administration is assigned responsibility for student groups and go there immediately.

This office, frequently called something like "Student Life" or "Student Activities," is vital to your existence on campus. Work at meeting everyone in this office and developing a friendly relationship with them. They will then want to help you, and this will make your life much easier.

Remember, although Alpha Phi Omega is a fraternity, it often does not fit into the traditional campus fraternity structure. Our National Bylaws prohibit any chapter from belonging to a "greek council" or other organization which allows only social organizations to join. You will need to discuss this with the appropriate campus officials in order to determine which part of the administration has responsibility for working with your chapter.

If you have not established the type of relationship described above, now is the time to do it. Make an appointment with the appropriate person and use the opportunity to find out what rules you need to follow and to sell Alpha Phi Omega to this person. Most such officials will want to help you so it will merely be a matter of getting the correct information.

C. FORMS FOR THE NATIONAL FRATERNITY

One of the greatest advantages to being part of Alpha Phi Omega is that it is a national organization. The first thing to remember is that the entire structure of that organization is designed to help you. There is very little you have to do in order to get a great deal in return

Each of the forms your chapter is required to complete and return to the National Office has been determined by a National Convention. This means that they were decided upon by your Brothers from chapters across the country. Each form meets an important need for the Fraternity and for your chapter.

The first of these forms is the "Annual Charter Reaffirmation". This consists of a roster of chapter members, payment of Annual Active Membership Dues of \$12.00 per member, and certifications that the chapter is in compliance with the membership policies of the Fraternity and with the Standard Chapter Articles of Association. The forms for this "Reaffirmation" are mailed to every chapter at the beginning of the school year and are due in the National Office by November 15.

The "Annual Charter Reaffirmation" is required for your chapter to remain "in good standing" with the National Fraternity. If your chapter fails to complete these forms and submit its dues for a two-year period, the Fraternity will declare your chapter inactive.

Other important items which must be filed with the National Fraternity are applications for pledge membership and active membership. These are each due in the office no later than ten days after the appropriate ceremony has been conducted. No one is a pledge and no one is a Brother of Alpha Phi Omega until the application, together with the required fee (\$10.00 for pledge members and \$25.00 for active members) has been received at the National Office. Your Brothers deserve and want to be recognized by the Fraternity as Brothers. This can be done only when these forms are submitted.

If a Brother transfers to your campus from another college and wants to be active in your chapter, you must complete a "transfer application" and submit it to the National Office.

Another important document is the H. Roe Bartle Chapter Review. This will usually be included with the Annual Charter Reaffirmation. The "HRB" asks you to evaluate your chapter's service, membership, leadership development programs and your chapter operations and to establish goals for the next year. This is one of the suggested methods of evaluation for your chapter. When it arrives in the National Office, copies are sent to your Regional Director, Sectional Chair and the National Committee Chairs for Service, Leadership Development and Membership & Extension. You will get feedback and suggestions from these sources, so there is a value to completing this form beyond what you will learn about your chapter through doing it.

You should also send informational material to the National Office. Chapter newsletters, flyers, rush material, service project reports, articles about your chapter activities, etc., will all be used to share your good ideas with other chapters. This is part of the value of being in a National Fraternity.

D. FORMS FOR THE GOVERNMENT

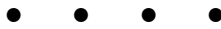
There is also paperwork for the various levels of government. As a small chapter, it is unlikely that you are required to complete Form 990 for the Internal Revenue Service but you should review the rules for this in the Treasurer's Guide. Your state or local government may have some forms for you to complete. Your chapter may have (or be eligible for) an exemption from state or local sales tax. If this is the case, there are probably reports required. Check with your local tax office or with the college. Your Student Activities Office should be able to provide you with information about required governmental forms.

CHAPTER SEVEN: COMMUNICATION

BRIEF OUTLINE:

A. The Importance of Communication

B. Effective Communication and Assembling the Appendices



COMMUNICATION

A. THE IMPORTANCE OF COMMUNICATION

Lack of communication and/or misunderstood communication can be the cause of bad feelings within a small chapter. Every Brother is a vital part of a small chapter, and any individual who is not communicated with on a regular basis is likely to feel left out and unimportant. This leads to Brothers dropping out and, if not corrected, ultimately to the death of your chapter.

It is a chapter officer's duty to communicate with all the other officers, active Brothers and Pledges. At the same time it is also the responsibility of all the Brothers and Pledges to communicate with the appropriate officer or chair to find information. Communication is a two- way process.

The primary forum for the exchange of information is the chapter meeting. Each officer and chair should report to the members about upcoming plans and activities. However, some Brothers will not be present, and others will not recall the details of every announcement. This is why minutes should be taken at every meeting and distributed to every Brother as quickly as possible. It is also a good idea to hand each member an information sheet for upcoming activities, providing date, time, place, and other essential information.

The telephone is another important communication tool. In a small chapter this device will become your best friend. Calling each Brother once a week is a good way to let everyone know what is going on and that the chapter cares about every Brother. This job can be shared by several officers and project Chairs, or a "telephone tree" can be developed.

One key to effective communication is an up-to-date membership roster. Everyone with an interest in the chapter -- Brothers, Pledges, Advisors, your Regional Director and Sectional Chair -- must receive a copy of this roster. It should be updated at least once every semester/quarter and distributed to every person on the list. The roster should include names, addresses, telephone numbers and positions in the chapter. It can also contain other information the chapter feels is appropriate (such as nicknames), but the format of the roster should be kept clear and simple.

Another important communication "device" is a central meeting place. Ideally, this is a chapter office where Brothers can relax between classes and where a chapter bulletin board and mailbox system can be maintained. If you can't obtain office space, ask an advisor if you can at least maintain a mailbox system/bulletin board for the chapter in his or her office. Failing this, the chapter can "adopt" a campus coffee shop or lounge for a specified hour or two each day or week Brothers who are available during this time will know that this is the place to meet other Brothers and relax and share information.

Often this type of informal communication will be the most effective, especially in increasing participation in projects and meetings.

B. EFFECTIVE COMMUNICATION AND ASSEMBLING THE APPENDICES

A simple model can represent communication: a transmitter encoding the message, a conduit transmitting the message to the receiver and a receiver which decodes the message. Any break in the system stops communication. If the sender of a message either doesn't know what to say or how to say it to get his message across, there may as well be a break because there will be no communication.

Your chapter needs to develop both the skills to communicate effectively and the information and resources to create the message and pass it along.

The Appendices outlined earlier are part of the useful information network your chapter can develop. Within the Appendices, once they are completed, will be the information necessary to identify and utilize your resources.

Appendix A is the Regional Leadership Directory. This is a list of chapters and volunteer staff in your Region, complete with their addresses and telephone numbers. This list can be obtained through the National Office, but it is a good idea to ask your Regional Director for a list as well. The Regional Director's list will be updated more frequently and therefore may be more accurate.

Appendix B is the Sectional Leadership Directory. This is a list, similar to the Regional Leadership Directory, containing names and addresses of sectional volunteers. You may have all of this information in your Regional Leadership Directory or you may find additional people. Check with your Sectional Chair for complete information about the Section.

Appendix C is the chapter Advisors and Campus Directory. This is a directory that your chapter will have to assemble. The directory should include the names, addresses and telephone numbers of your faculty, alumni, Scouting and other advisors, the campus activities director, other individuals on campus who work with the chapter or whom the chapter needs to contact frequently, and any other important individuals (such as that alumnus who owns a print shop and lets you use the copier for flyers). A copy of this should be sent to both the Regional Director and Sectional Chair.

Appendix D is the Chapter Membership & Alumni Directory. This is compiled by the chapter and should contain the names, addresses and telephone numbers of 0 actives and local alumni. Date the list each time it is updated so that it will not be confused with similar, but outdated, lists published earlier. This list should be given to every member to allow them to contact each other.

Appendix E is the Chapter Mailing List. This is similar to the Chapter Membership Directory but not identical to it. The chapter mailing list will usually be longer. It should include all those individuals to whom you want to send flyers or newsletters. Included on this list should be the members of your Sectional and Regional staffs, the National Office, alumni, officers of nearby chapters, and other people you want to keep informed. Inactive or rarely active Brothers still on campus should be kept on this list in the hope that they will want to return for one or more activities.

Appendix F is the Chapter Constitution and Bylaws. These provide the rules by which your chapter is to be governed. They establish who is a member, what officers and committees the chapter is to have and other such structural matters. Many chapters have simply adapted the national "Standard Chapter Articles of Association" as their "Constitution" and have no "bylaws" A small chapter needs to establish a structure and rules to avoid arguments and be ready for growth. But don't spend a lot of time updating or revising your bylaws. Leave this for the time your chapter has so many Brothers you are looking for more ways to involve people.

Appendix G is the Chapter History. This will have to be prepared if it isn't in existence. It includes all available information about the starting of your chapter and its major projects and traditions. A list of chapter officers and award winners might be included. This will provide each Brother with an opportunity to learn about the chapter and share its heritage.

Appendix H is the Chapter Inventory. This is a list of all the physical property the chapter owns. Most small chapters do not have a chapter office or storage space. As a result, much of the chapter property is typically scattered about in the possession of various people and often kept in a dark closet. An up-to-date chapter inventory provides you with a list of this property and its location. This not only prevents the loss of items such as scrapbooks and memorabilia, ritual equipment and other chapter artifacts, but helps keep track of tools and other assets.

These Appendices should be kept in a single three-ring binder along with this Guide and used as a resource. This system of organization, utilizing files and appendices, is intended to be simple and efficient but assembling it will be up to you. The appendices and files will be unique to each chapter, so you may want to design your own filing system. This book is not a substitute for the time, energy, hard work and dedication it will take to strengthen your chapter. There are no shortcuts.

CONCLUSION

There are once-small chapters which have used the information and ideas contained in this Guide to grow into strong chapters; there are others which have faded away. The ultimate fate of your chapter depends on you. It is our hope that the information, samples, and system of organization presented here are useful and informative.

Just as individual chapters of the Fraternity must change and adapt to meet present needs, so must this Guide. The idea for creating this Guide came from Julie Miller and John McGlynn, both alumni of Phi Delta Chapter, California State Polytechnic Institute. They wrote the initial draft and gathered the sample materials included in this work. The Fraternity - especially those chapters which will benefit from this book - owes a great deal to them for their initiative and ability.

We would appreciate your feedback. Please send your comments and suggestions to the Chair of the National Membership & Extension Committee, c/o the National Office.

Good Luck. And as H. Roe Bartle might have said (and did on many occasions): In Leadership, In Friendship, In Service -- CARRY ON!